Example of a data collection plan for a Reflexive Monitor

Reflexive Monitor	Data collected	Monitor and Evaluation	Data collected to date
Regular (Monthly)			
Observation of interactions between team members, including within meetings. Reflexive monitor (or a delegated proxy) will attend meetings in order to observe interactions. Information collected will be collated around the co-innovation principles (and the structures and functions). The purpose on these notes is to track changes in behaviours over time (i.e. moving towards/acceptance and practice of a co-innovation approach). Gauge any potential future issues	**Data:** Observations around participant interactions and behaviours from meetings This has been gathered through note taking in meetings and in some cases recording conversations **Analysis:** rapid thematic analysis based around structures and functions **Purpose:** To inform Reflexive Monitor's activities **Data:** Capture of stakeholder perspectives, priories, needs and values topic. Capture as quotes and open ended survey questions. Stakeholder feedback on the developed strategy. **Analysis:** thematic. **Purpose:** To inform Reflexive Monitor's activities and ensure inclusion of farmer knowledge.	Feedback sheets at events. Feedback sheets will be provided for every meeting. These will be structured to test if participants feel the co-innovation principles are being operationalised and what they take away from project events and activities.	**Data:** Feedback sheets completed analysed and provided to project team **Analysis:** rapid thematic analysis based around structures and functions **Purpose:** Inform RM activities, project team actions and contribute to M&E longitudinal data set
Reflexive monitor feedback. At each meeting the reflexive monitor will observe proceeding through a process based lens, ensuring that co-innovation practices are	**Data:** List of direct interventions Documents and e-mail with advice on process or raising issues with project team	**Data:** Narratives from participants **Analysis:** None **Purpose:** M&E longitudinal data set	**Data:** Narrative captured where appropriate **Analysis:** None

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followed. When the reflexive monitor matter requires immediate intervention the reflexive monitor will do so – otherwise will report on later.	**Analysis:** None **Purpose:** inform project team post meeting		**Purpose:** M&E longitudinal data set. Project history and key decision points
Questioning of participants during events by the reflexive monitor. During breaks the reflexive monitor will often engage participants' in conversation related to the project. These may act as mini interviews and be noted/recorded in some way. This will be used often to obtain further insights into observations made during the meetings, or to obtain further project context. It will be used to inform recommendations to the project team and actions during the meeting.	**Data:** Notes on individual conversations between Reflexive Monitor's and participants. Responses and questions **Analysis:** Rapid thematic analysis **Purpose:** Reflexive Monitor's purposes.	Data collected by the Reflexive Monitor will be used to provided evidence of project impact	**Data:** Notes collected to indicate uptake success
Project team monthly debriefs (often when something critical has occurred). This is an opportunity for the reflexive monitor to continue questioning, clarifying or challenging processes. It may also be an opportunity for the project team members to request the reflexive monitor undertake a particular activity (e.g. data gathering etc.).	**Data:** Notes from monthly team meetings **Analysis:** timeline (brief) **Purpose:** Capture of decisions reasons behind decisions and rationale trade-offs		

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Assist with answering questions generated by the project team and Reflexive Monitor. Scan the literature and provide support as needed.	**Data:** Interactions recorded through ideas register and notes from monthly phone meetings
	Advice on
	  - Branding issues
	  - Trust building
	  - Stakeholder analysis
	has been provided
	
	Analysis: None
	Purpose: longitudinal record of challenges and potential solutions.		

Semi-regular (every 3 months or at crucial points)			
When critical points in the project are reached (although difficult to establish) it is an opportunity to revisit the ambition for change, i.e. for the reflexive monitor to check on the aims and outcomes for the project and check that things are on track.	**Data:** Baseline Interviews/discussions with key personal in the project **Analysis:** thematic analysis **Purpose:** longitudinal data set key participants or key groups of people		
Longitudinal reflections of project team using the questionnaire developed and used by the heifer rearing innovation project team. These reflections should occur at least twice a year but could be more frequent where required.	**Data:** Two project team reflections – recorded transcribed and partially analysed Lists of issues and on-going challenges **Analysis:** Rapid thematic analysis **Purpose:** longitude M&E data, capture project history (timeline and key decisions point), inform future project activity. Inform immediate	Assist with analysis of longitudinal team evaluation, track trends over time Capture team learning practice and behaviour changes	**Data:** Notes collected to indicate uptake success

	actions with in the project and monitor the effect of these changes		
With the project team and others as appropriate, discuss the data collected from regular meetings, explore perspectives on success and failures, discuss current challenges, and reflect on the process and improvements. This will include an assessment of the project activities and progress against the co-innovation principles.	**Data:** project team conversations Additional reflections **Analysis:** None **Purpose:** longitudinal data set of key decisions, challenges and team refection.		
Yearly			
Interviews with key personnel		**Data:** semi-structured interviews **Analysis:** Thematic analysis **Purpose:** capture and document learning practice and behaviour changes over time	